T-4 Safety & Security <u>Checklist</u> for Visitors in SM-43

Prohibited items:
- ❑ Weapons
- ❑ Explosives
- ❑ Illegal drugs
- ❑ Alcoholic beverages
- ❑ Anything generally illegal

Controlled items (not allowed in SM-43):
- ❑ Cell phones, *except* LANL-owned with batteries removed
- ❑ Wireless — wireless card OK if turned off by software
- ❑ Cameras
- ❑ Audio/video recorders
- ❑ Radios (receive only), etc. require Personal Electronics Form 1876

❑ *Escorting* rules for secure areas

❑ *Badge* display

Safety — make sure visitor knows:
- ❑ Emergency exit & gathering place
- ❑ Telephone usage (8 for outside line)
- ❑ Emergency contacts (911, etc.)
- ❑ Label personal items

❑ Access to Pajarito Road & other vehicle access gates

❑ Parking restrictions (handicap, government, time-limited, etc. enforced)

❑ Allowed buildings & badge scanning

❑ Computer training — Click on "Computer Security" T Division home page
    Account cannot be created until this is done.

❑ Annual training — required for visit of 10 days or longer

❑ AIS Form 1865 for laptop computers

❑ LA-UR requirement for publication(s) with LANL author(s)

Foreign National visitors are normally not admitted to SM-43.

❑ Briefing by group leader (GL) — *preferably after PTC has gone over all of above.*

Visitor _____   PTC _____   Host _____

GL _____   Date _____